Hurricane Preparation Check List –	**EESRF Ops Support Team**

YEAR-ROUND READINESS

1. Building Manager and/or Safety Warden monitors weather radio; alerts personnel of any watches or warnings.

2. Supervisors, Sponsors, or SOTRs brief new personnel and visitors on JLab's Severe Weather preparation and response plans.

3. Send revisions to Severe Weather Check List to JLab Emergency Manager for web-page posting.

4. Update Essential Personnel Lists. Send copy to EES Emergency Manager and to JLab Emergency Manager.

HURRICANE PREPAREDNESS CONDITION 1 (HPC-1)
Duration of Hurricane Season (June 1 – Oct. 30)

1. Review/update Severe Weather Check List. Send mark-up to JLab Emergency Manager for web-page posting.

2. Update Essential Personnel Lists. Send copies to EES Emergency Manager and to JLab Emergency Manager.

3. Inventory Supplies on hand; replenish if needed:

    a) plastic

    b) duct tape

    c) flashlights and batteries

4. Ensure critical data files on all EESRF Ops Support Team individual and test stand computers are stored on one of the automatically backed-up JLAB network drives: jlabhome (J) or jlabgrp (M).

5. **Report completion of preparations to EES Emergency Manager.**

HURRICANE PREPAREDNESS CONDITION 2 (HPC-2)

1. Evaluate all work in progress or about to start and take appropriate action.
2. Adjust all CPS ventilation duct dampers to utilize indoor air only.
3. Disconnect power from the klystron test stand and securely cover with plastic.
4. Obtain cell phone and walkie-talkie and spare batteries from the EES On-call Coordinator.
5. Ensure cell phone and walkie-talkie batteries are charged and serviceable spares are available.
6. Brief all employees on their roles if conditions worsen.
7. Store critical data files created after step 4 above on one of the automatically backed-up JLAB network drives: jlabhome (J) or jlabgrp (M).
8. Unplug non-essential computers, monitors, UPS and test equipment, secure in plastic and store in an above floor level location.
9. Securely cover all unused RF equipment in the injector and linac service buildings with plastic.
10. **Report completion of preparations to EES Emergency Manager.**

PREPAREDNESS CONDITION 3 (HPC-3) – Highest

1. Securely cover all RF equipment and spares in the Building 87 work areas with plastic.
2. Securely cover all unused RF equipment and spares in the Separator (Building W1) work areas with plastic.
3. Move all items susceptible to water damage from floors to table or desktops and securely cover with plastic.
4. Close window blinds in all RF work areas.
5. Set all RF zones to NULL.
6. Set the Main breaker on each CPS to OFF and each CPS ventilation fan to AUTO
7. Set the Main breaker on each Chopper and Buncher amplifier to OFF
8. Set IOTs to NULL and set the Main breaker on the IOT HVPS to OFF
9. Unplug remaining computers, monitors, UPS and test equipment, secure in plastic and store in an above floor level location.
10. Contact Group Leaders and provide assistance as needed.
11. Supervisors, Sponsors, or SOTRs brief staff, visitors, and subcontractors about sources for Lab status information may be found and the importance of not returning to the site until re-opening is officially announced.
12. **Report completion of preparations to EES Emergency Manager.**

DOWNGRADING READINESS CONDITIONS

1. When management downgrades the readiness condition and announces that it is safe to allow occupants to return to their offices and work places, provide guidance to staff about restoring their offices and equipment to normal.

2. Meet with EES Emergency Manager, Safety Wardens, Group Leaders, and Accelerator representatives to make plans for recovery.

3. When safely permitted to do so, inspect the condition of all RF equipment in the service buildings and RF Transportainers and document damage or other problems observed.

4. Inspect all CPS ventilation ducts and filters for moisture incursion and dry, as necessary.

5. After ducts are dry, adjust all CPS ventilation duct dampers to use outdoor air and turn ventilation fans to HAND.

6. Inspect all CPS enclosures for moisture incursion and dry, as necessary.

7. When safe to do so, restore power to the RF systems turned off prior to the storm.

   a. Set the Main breaker on each CPS to ON.

   b. Set the Main breaker on each Chopper and Buncher amplifier to ON

   c. Set the Main breaker on the IOT HVPS to ON.

8. Ensure the MO Distribution Amplifiers in all RF service buildings are reset.

9. Ensure the MO Driveline Temperature Regulators are working properly.

10. Ensure the LCW and Air Pressure systems are operational in all RF service buildings.

11. Restart the Chopper and Capture Water Systems. If storm damage is a possibility or a certainty, inspect all areas for damage. Make an inventory of affected areas and equipment, noting the apparent damage based upon preliminary assessments.

12. If the experience of preparing for this storm, presented opportunities to improve the check list, initiate necessary changes/update with the Emergency Management Manager.